



To: TCAP and 1602 Exchange Subawardees

Notice: MFD-10-23

From: IHCDA Multi-Family Department

Date: October 26, 2010

Re: TCAP & 1602 Exchange Draw Schedule

Due to the increased number and frequency of TCAP and 1602 Exchange draw requests requiring inspections prior to payment, IHCDA has developed a means to more efficiently schedule and conduct these inspections. We believe this will be beneficial to both IHCDA and our partners by resulting in timely inspections for prompt payment of funds.

This improved process divides the State of Indiana into quadrants as shown below. Inspections will be conducted in each quadrant on a fixed schedule as set forth below on page 3.

Each Development will need to submit its draw request to the assigned Multi-Family Analyst and Multi-Family inspector by the Thursday prior to the designated week for inspections in the quadrant where the Development is located.

We appreciate that it may take some time to transition into this revised process. So, for November, while we ask that Developers attempt to comply with the scheduling requirements, we will try to accommodate requests made outside the parameters as quickly as possible. By December, we anticipate that everyone will be fully familiar with the process and will comply with the scheduling requirements.

Please be advised that this draw request scheduling process is not applicable to draws that do not require an on-site inspection or draws that are reviewed by a Financial Service Agent.

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EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana
Lieutenant Governor
Rebecca S. Skillman

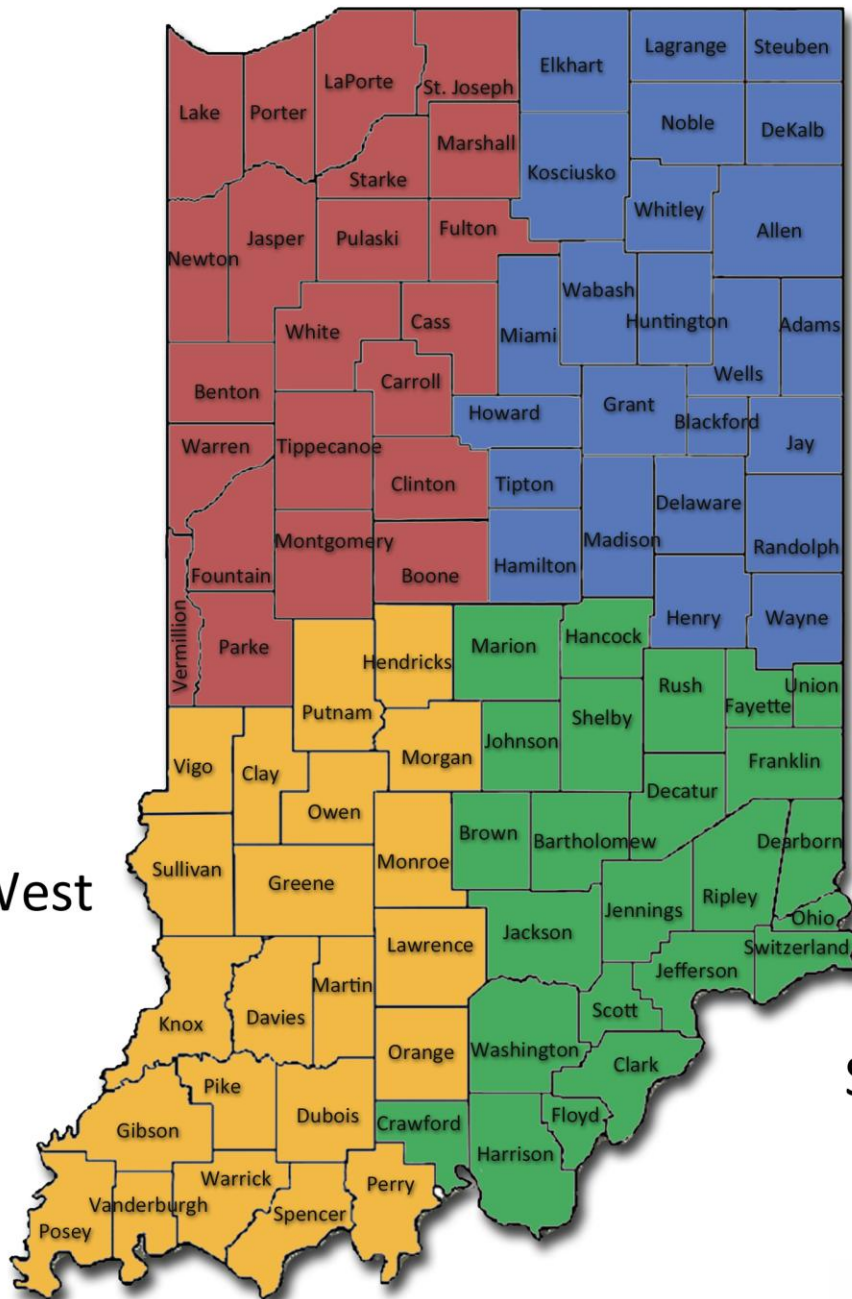


North West

North East

South West

South East



November						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				